

HPP Health & Safety Policy [v2023.1]

Purpose and function. Horsham Performers Platform (hereafter “HPP”, “we”, “us”, “our”) exists to advance the musical education of the public. We provide a performance platform for amateur musicians, incorporating adjudication from professional musicians.

HPP is a registered charity (Registered Charity Number 1176489). Our registered address is HPP, c/o 32 Billingshurst Road, Broadbridge Heath, Horsham, West Sussex, RH12 3LW.

We accept our legal responsibilities for securing the health, safety and welfare of all our staff, volunteers and adjudicators under the Health & Safety at Work Act of 1974, and, by extension, of all the performers, audience members and other attendees at our festivals. We will provide and maintain safe and healthy working conditions so far as reasonably practicable. This Health & Safety Policy explains how we do this, and it will be brought to the attention of all our staff and volunteers.

Organisation and responsibilities. Overall responsibility for health & safety rests with our Health & Safety Officer (HSO, named at the foot of this document), who is a nominated person on our committee. They will ensure:

- the safety of every place of work and meeting,
- the safety of every festival venue,
- the up-to-date risk assessment of every festival venue prior to the start of each festival,
- the presence of a first aid kit and an accident report book at every venue during each festival,
- the provision of appropriate information, supervision and instruction to our staff and volunteers,
- the provision of adequate welfare facilities to our staff, volunteers and adjudicators, in accordance with the Workplace (Health, Safety and Welfare) Regulations of 1992,
- the knowledge and agreement of the health & safety responsibilities of external providers to each festival prior to its start,
- that sufficient funds are set aside to meet our health & safety obligations, and
- the effective implementation of this Health & Safety Policy throughout HPP.

At all times that they are engaged in the work of HPP, all our staff, volunteers and adjudicators will take reasonable care of themselves and have due regard for the health & safety of others who may be affected by their activities, and we will encourage them to do so.

Preparing for emergencies. On arrival on first attending a festival venue, our staff and volunteers will familiarise themselves with:

- the locations of its emergency exits,
- the location of its first aid kit,
- the locations of its fire extinguishers and fire blankets,
- its procedures for emergency evacuation, and
- its procedures for health & safety, where present.

Fire safety. We will safeguard all meeting and festival attendees against exposure to fire hazards at meeting locations and festival venues. At festival venues, our staff and volunteers will prepare themselves for emergencies, as described above.

Equipment. All equipment is subject to routine maintenance, taking into account its nature, amount of usage and the consequences of its failure. Where a heightened risk of equipment failure also represents a significant risk to health & safety, we will act urgently to mitigate the risk. Some equipment may be subject to statutory testing; our HSO will ensure this testing and compliance.

Manual handling. We will, so far as is reasonably practicable, avoid the need for our staff and volunteers to undertake any manual handling operations which risk their being injured.

First aid. A first aid kit containing the recommended minimum materials will be present at every festival venue. Our HSO will appoint themselves or another reliable member of staff to maintain the contents of the first aid kits. HPP is unable to provide certified First Aiders at its festivals; in medical emergencies, HPP volunteers will be prepared to call the emergency services.

Reporting of accidents. An accident report book will be present at every festival venue, in which all accidents must be recorded. Accidents listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must also be reported to the appropriate enforcing authority via the HSE's website: www.hse.gov.uk/riddor/report.htm .

Risk assessments. We will suitably assess and document the hazards which may present risks to the health & safety of all stakeholders and participants attending each of our festivals. We will do this sufficiently in advance of the start of each festival in order to action all measures to control, reduce or eliminate hazards, and to warn participants at risk with respect to each hazard still remaining. Both working environments and working processes will be assessed for all hazards. The risk assessment documents will list each hazard as an individual record. All risk assessment documents will be prepared by our HSO, although they themselves may not be the designated risk assessor for some working locations or processes. Therefore, our HSO will ensure that risk assessors know precisely which fields of information should be recorded, selecting them as they deem applicable from the following list:

- *Hazard*: a concise description of the hazard.
- *Location*: the location of the hazard, if applicable. [A hazard may be a working process, in which case this field is n/a.]
- *Participants at risk*: the categories of recipients who may experience the hazard.
- *Nature of potential harm*: the nature of the potential harm, e.g., type of injury, symptom exacerbation.
- *Risk (R)*: a numerical score to represent likelihood of participants experiencing the hazard.

The simplest possible scale for this is:

- 1: unlikely but possible,
 - 2: fair chance,
 - 3: highly probable or certain.
- *Severity (S)*: a numerical score to represent the severity of the potential harm.

The simplest possible scale for this is:

- 1: mild,
 - 2: moderate,
 - 3: severe, e.g., hospitalisation, loss of life.
- *Total score (R*S)*: multiply R and S to give each hazard a single total score, if single scores are deemed necessary.
- *Existing mitigating measures (EMMs)*: a list of measures already in place to control, avoid, reduce, or eliminate the hazard.
- *Further mitigating measures (FMMs)*: a list of other measures to be enacted to control, avoid, reduce, or eliminate the hazard.
- *FMMs assigned to*: persons assigned to enact the further measures,
- *FMMs deadline*: the deadline by which the further measures must be enacted,
- *FMMs done?*: a tickbox for completion of the further measures.
- *Warning delivery*: the intended future moment or platform of delivery of a warning to participants at risk of the hazard if it still exists after all mitigating measures are enacted.

Policy review. This policy is subject to annual review by the HPP committee, and is improved or amended as necessary subject to changes in legislation and to advice from relevant professional bodies, such as the British & International Federation of Festivals.

HPP Health & Safety Officer (HSO): Rachel Ellis

Contact the HSO using the online contact form on the HPP website, or by writing to the HSO at HPP's registered address (given at the top of this document).